

S E C R E T

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15 July 1988

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 15 July 1988

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3. Office of Medical Services staffers met with representatives from the Office of Personnel and the Office of Inspector General (IG) to discuss a joint survey on attitudes toward and experiences with the Secretarial Career System for an ongoing IG inspection.

4. The Office of Training and Education (OTE) conducted the first running of the Executive Development Program's Critical Issues Seminar on Counterintelligence on 11 July 1988. Attendees included three Office Directors, two National Intelligence Officers, the General Counsel and the Chairman of the National Intelligence Council.

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S E C R E T

6. The Office of Information Technology opened its second floor North Tower Information Services Center (ISC) in the New Headquarters Building to support the Office of Technical Service. This ISC will also support elements of the Office of SIGINT Operations and OTE starting late this year.

7. The Office of Personnel conducted a half-day Career Transition Seminar on 1 July to assist employees in preparing for retirement. Approximately 175 employees attended.

VV/ 8. The Office of Logistics (OL) has acquired the latest in laser technology -- Canon laser printers -- which offer a unique method of reproducing film, photographs, documents and small three-dimensional objects. The laser can generate high volume paper copies or transparencies in minutes versus the hours required using traditional photographic processes. (Samples attached.)

*Good!*

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R. M. Huffstutler

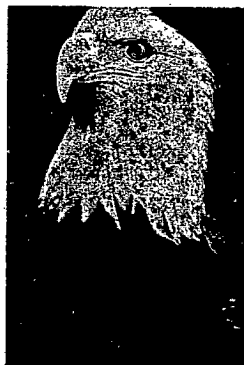
*Vince*  
*We need to submit graphics with our weekly periodically...*

Item of Interest

Printing & Photography Group/OL

LASER

WHAT ? ? ?



There are many types of lasers: industrial for precise metal working, medical for non-invasive surgery, and recording for hi-fidelity audio disks, to mention only a few. The Office of Logistics, Printing and Photography Group (OL/P&PG) has picked up the newest of these to help support customer requirements - the Canon Laser Printers. Both the Color and Black & White models offer the latest in laser printer (copier) technology.

The Canon Laser Printers offer a completely different and unique method of reproducing film (35mm positive and negative images), photographs, documents and small three-dimensional objects. These printers can generate high volume paper copies and/or transparencies in a matter of minutes as compared to hours required using traditional photographic processes. Through sophisticated electronics these copiers can enlarge, reduce, "cut-and-paste" images from one document to another, and/or sharpen or soften the quality of the original. In addition, the color copier can convert colors (turn the blue bar on a graph to any color you desire), add color to highlight selected areas of B&W documents, and perform myriad functions to enhance the quality of the finished product.

Are the results as impressive as they sound? They most certainly are! For example, during the first six weeks of operation more than 16,000 copies were produced on the color copier. The quality (see attached samples) was such that some of these products were used for Presidential briefings.

In short, P&PG has found the laser copiers to provide a cost-competitive, quick-response alternative to some traditional photographic applications. This service is offered on a "walk-in" basis for P&PG's customers and is used as a "custom" print device by our technicians. P&PG stands ready to provide demonstrations and assistance in the use of either laser printer. For more information, contact P&PG's Photography Branch Planning Desk on



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